DOCUMENT RESUME

ED 332 585 HE 024 541

TITLE Guide for a Drug-Free Workplace and Campus.
INSTITUTION Harford Community Coll., Bel Air, Md.
PUB DATE 90
NOTE 17p.; This report is part of a collection of programs, policies and curricula developed by members of the Network of Colleges and Universities Committed to the Elimination of Drug and Alcohol Abuse, a coalition of institutions sponsored by the Department of Education, Office of Educational Research and Improvement in response to the 1989 Drug Free Schools and Communities Act. For related documents, see HE 024 527-551 and ED 313 654.
PUB TYPE Legal/Legislative/Regulatory Materials (090) -- Guides - Non-Classroom Use (055)

EDRS PRICE MF01/PC01 Plus Postage.
DESCRIPTORS *Alcohol Abuse; Community Colleges; Community Health Services; *Discipline Policy; *Drug Abuse; Drug Education; *Faculty; Higher Education; Policy Formation; Prevention; *School Personnel; Self Evaluation (Groups); Standards
IDENTIFIERS *Harford Community College MD; *Network for Drug Free Colleges

ABSTRACT

This publication, designed for employees of Harford Community College (HCC) in Maryland, establishes policy and provides drug information. After describing the philosophy which underpins HCC policy on drug abuse, a section on standards of conduct details expectations for faculty, staff, and student employees; requirements under the law regarding notification in the event of a drug related conviction; institutional consequences on conviction of a drug related crime; and other issues. A five page chart indicates the health risks and penalties under state, federal, and local laws for each category of drug and alcoholic beverage. There follows a section on education and counseling programs (HCC publications, local community health services, employee health benefit coverage); a description of sanctions which may be imposed in the event of policy violation (successful completion of an appropriate rehabilitation or treatment program, suspension with or without pay, termination, referral to authorities for prosecution); a list of campus positions suggested for representation on a policy review board; and a statement on dissemination of the policy and procedures. The final section lists local community drug and alcohol counseling, treatment and rehabilitation centers arranged by community and including address, telephone number and contact person. (JB)

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Harford Community College

GUIDE FOR A DRUG-FREE WORKPLACE & CAMPUS

HE 024 541

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The Network for Drug Free Colleges/ERIC/HE Project

The ERIC Clearinghouse on Higher Education has been given federal funds to process a special collection of policy, program and curriculum documents produced by the Network of Colleges and Universities Committed to the Elimination of Drug and Alcohol Abuse, a coalition of institutions initiated by the Department of Education, Office of Educational Research and Improvement in response to the 1989 Drug Free Schools and Communities Act.

Major objectives of the project are to:

- increase access to the information on programs, policies, and curricula developed by Network member institutions;
- encourage the use of the ERIC system by Network member institutions;
- improve the Network's ability to know about, and share information on activities at member institutions; and
- test a model for collaboration with ERIC that other national agencies might adopt.

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*** Network for Drug Free Colleges**

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A GUIDE FOR
A DRUG FREE WORKPLACE AND CAMPUS

COMPLIANCE STATEMENT

In compliance with the Drug Free Workplace Act of 1988, The Drug Free Schools and Communities Act of 1986 and 1989 and The State of Maryland Executive Order 01.01.1989-Drug and Alcohol Free Workplace, the Board of Trustees of Harford Community College have adopted the "Drug Free Workplace Policy effective March, 1990 and the "Drug Use and Alcohol Abuse Prevention Policy" effective October 1, 1990.

PHILOSOPHY

Harford Community College is dedicated to maintaining an educational environment in which students may be prepared for an enriched and productive participation in society and, thus, enhance the quality of community life. Social life should assist, and not detract from, these most basic goals. All members of the academic community--trustees, students, faculty, administrators and other staff members - share the responsibility for protecting the academic environment, and all are expected exemplify high standards of professional and personal conduct. The illegal or abusive use of drugs or alcohol by members of the academic community adversely affects the educational environment as well as the workplace. Therefore, Harford Community College is committed to having a campus that is free of illegal drug use and drug and alcohol abuse. In keeping with its primary purpose, Harford Community College will utilize prevention through education as a major approach to the problem. Standards of conduct for members of the campus community will be established herein and will include remedial actions and sanctions as required by law.

STANDARDS OF CONDUCT

All faculty, staff and student employees are expected to report to work free of the influence of alcohol or illicit drugs, and refrain from the use of alcohol or illicit drugs during the performance of their work. All faculty, staff and student employees are required to notify the appropriate senior College official of any criminal conviction related to his or her own drug activity in the workplace within 5 days of the conviction. If the individual is supported by a federal grant or contract, the College will notify the supporting government agency within 10 days after receiving notice.

The sale, distribution, use or possession of illegal drugs is a violation of federal and state laws and is prohibited at all times. Violators will be subject to arrest and prosecution. In addition, students, faculty and staff who are convicted of violating the law by selling, distributing, using or possessing illegal drugs on college property, or while on college business, will be subject to disciplinary action up to and including expulsion and/or termination. The standard penalty for drug distribution or sale will be expulsion or termination, while penalties for use or possession may include drug education and referral to the Harford County Drug and Alcohol Abuse Center or other treatment programs in lieu of dismissal or termination.

Employees on physician prescribed medication should notify a designated college official if there is a likelihood that such medication could affect job performance or safety.

Harford Community College prohibits the possession, consumption, sale and serving of alcoholic beverages to or by students while on campus or at off-campus Student Association sponsored activities. Student Activities funds may not be used to purchase any alcoholic beverages.

Faculty, staff and public events sponsored by any department, faculty or staff at which alcohol will be served requires approval from the Vice President of Administration and Finance. The serving of beer and/or wine at these events is subject to County, State and Federal regulations.

DRUGS, ALCOHOL AND THEIR RISKS

PENALTIES -- STATE, FEDERAL, AND LOCAL LAWS

TYPES OF DRUGS	RISKS	UNLAWFUL MANUFACTURE, DISTRIBUTION, POSSESSION; AND INTENT TO MANUFACTURE, DISTRIBUTE OR POSSESS
Schedule I: High abuse potential and no approved medical uses	**Use may lead to physical and/or psychological dependence.**	**Maximum Penalty - (felony) Schedule I Narcotic Drugs**
Heroin (a narcotic)...Junk, Horse, Smack, Scag, Sugar	**Narcotics:** Effective analgesics which also cause dependence. Single doses can produce impaired cognitive and motor functioning, and fluctuations in mood and awareness. Higher doses can cause respiratory arrest. Mood may swing from irritability (during withdrawal) to euphoria or sedation (immediately following use) to normal mood and then back to irritability during withdrawal. Withdrawal can also include restlessness, tears, diarrhea, abdominal cramps, goosebumps, and a runny nose. Tolerance can develop to many of the desired effects, and users must increase the dose in order to have the same effect.	Twenty (20 years in prison and/or fine of not more than $25,000. (Maryland). Fifteen (15) years in prison and/or fine of not more than $25,000. (federal). Maximum Penalty - (felony) Schedule I Any other controlled dangerous substance in Schedul I which is not a narcotic drug - five (5) years in priso and/or fine of not more than $15,000. (Maryland and federal).
Marijuana and all derivatives...THC, Hashish, Hashish Oil, Hash, Pot, Acapulco Gold, Grass, Weed, Joint, Mary Jane	**Marijuana:** Single doses can impair cognitive functioning, learning and motor abilities. Very large doses can cause confusion, restlessness, excitement and hallucinations. Panic reactions can also be produced. Possible depression of the immune system, chromosome damage, reduced sperm count in males. Can cause Amotivational Syndrome.	Maximum Penalty - Washington, D.C. (felony) Schedule I Narcotic Drugs Fifteen (15) years in prison and/or fine of not more than $100,000. (Washington. D.C.). Any other controlled dangerous substance in Schedule I which is not a narcotic drug - five (5) years in prison and/or fine of not more than $50,000. (Washington, D.C.).
Hallucinogens... LSD (Acid, Microdot, Cubes), Peyote, Mescaline, Psilocybin (mushrooms), Phenyclidine (PCP, Angel Dust, Hog), MDMA (Ecstasy)	**Hallucinogens:** Increased blood pressure, muscular weakness, trembling, nausea, chills, impaired motor skills and coordination, significant effects on perception, thought and mood. Rapid swings in mood and unpredictable changes in emotions and sensations. Possible "flashbacks" some period after use.	Any person convicted of manufacturing phycyclidine or an immediate precursor may be imprisoned for not more than twenty-five (25) years and/or fined not more than $200,000. (Washington, D.C.).
Methaqualone (quaaludes)	**Barbiturates:** These substances can cause dependence with associated withdrawal symptoms. Small doses tend to be relaxing; larger doses cause slurred speech, slowed reations, and sleep. Can produce dependence; withdrawal can be life-threatening. Large doses or doses in combination with alcohol and other sedative hypnotics can result in respiratory depression and death.	

Schedule II: High potential for abuse. Written prescriptions required, and no refills allowed.	**Use may lead to severe physical and/or psychological dependence.**	**Maximum Penalty - (felony) Schedule II**
Narcotics, including morphine, methadone, meperidine (Demerol), codeine, oxycodone (Percodan, Percocet), fentenyl, hydromorphone (Dilaudid)	**Narcotics:** Effective analgesics which also cause dependence. Single doses can produce impaired cognitive and motor functioning, and fluctuations in mood and awareness. Higher doses can cause respiratory arrest. Mood may swing from irritability (during withdrawal) to euphoria or sedation (immediately following use) to normal mood and then back to irritability during withdrawal. Withdrawal can also include restlessness, tears, diarrhea, abdominal cramps, goosebumps, and a runny nose. Tolerance can develop to many of the desired effects, and users must increase the dose in order to have the same effect.	Twenty (20) years in prison and/or fine of not more than $25,000. (Maryland). Fifteen (15) years in prison and/or fine of not more than $25,000. (federal). Any other controlled dangerous substance in Schedule II which is not a narcotic drug - five (5) years in prison and/or fine of not more than $15,000. (Maryland and federal). Maximum Penalty - Washington, D.C. (felony) Schedule II Fifteen (15) years in prison and/or fine of not more than $100,000. (Washington, D.C.).
Barbiturates (Reds, Yellow Jackets, Barbs, Downers)...secobarbital (Seconal), pentobarbital (Nembutal)	**Barbiturates:** These substances can cause dependence with associated withdrawal symptoms. Small doses tend to be relaxing; larger doses cause slurred speech, slowed reactions, and sleep. Can produce dependence; withdrawal can be life-threatening. Large doses or doses in combination with alcohol and other sedative hypnotics can result in respiratory depression and death.	Any other controlled dangerous substance in Schedule II which is not a narcotic drug - five (5) years in prison and/or fine of not more than $50,000. (Washington, D.C.).
Stimulants ...amphetamines (Speed, Bennies, Uppers, Black Beauties, Pep Pills) ...cocaine and coca products (Crack, Coke, Flake, Snow, Free-base) ...cocaine hydrochloride (Ice)	**Stimulants:** Can cause irritability, impaired judgment, impulsivity and grandiosity. Increased blood pressure, heart rate, body temperature, respiration, sweating. Have been linked to cardiovascular problems and convulsions, which can be lethal. Repeated dosing can lead to dependence as well as a paranoid psychosis.	
Schedule III: Some potential for abuse. Prescriptions required, and up to five renewals within six months allowed.	**Use may lead to low-to-moderate physical dependence or high psychological dependence.**	**Maximum Penalty - (felony) Schedule III**
Medications containing small amounts of narcotics, including Tylenol #3, Empirin with codeine, codeine-based cough suppressants such as Tussionex and	Narcotics: Effective analgesics wiich also cause dependence. Single doses can produce impaired cognitive and motor functioning, andfluctuations in	Five (5) years in prison and/or fine of not more than $15,000. (Maryland and federal).

Hycomine	mood and awareness. Higher doses can cause respiratory arrest. Mood may swing from irritability (during withdrawal) to euphoria or sedation (immediately following use) to normal mood and then back to irritability during withdrawal. Withdrawal can also include restlessness, tears, diarrhea, abdominal cramps, goosebumps, and a runny nose. Tolerance can develop to many of the desired effects, and users must increase the dose in order to have the same effect.	Five (5) years in prison and/or fine of not more than $50,000. (Washington, D.C.).
Medications containing small amounts of barbiturates, such as Florinal	**Barbiturates:** These substances can cause dependence with associated withdrawal symptoms. Small doses tend to be relaxing; larger doses cause slurred speech, slowed reactions, and sleep. Can produce dependence; withdrawal can be life-threatening. Large doses or doses in combination with alcohol and other sedative hypnotics can result in respiratory depression and death.	
Anabolic steroids	**Steroids:** Parts of the body most seriously affected are the liver and the cardiovascular and reproductive systems. In males can cause sterility and impotence; in females irreversible masculine traits, menstrual irregularities, breast reduction and sterility. Psychological effects include aggression, combative behavior and depression. May also cause strokes, heart attacks, liver cancer, skin problems and arrested bone development during adolescence.	
Schedule IV: Low potential for abuse. Prescriptions required, and up to five renewals within six months allowed.	**Use may lead to physical and/or psychological addiction.**	**Maximum Penalty - (felony) Schedule IV**
Sedative-hypnotics (Tranks, Downers) ...diazepam (Valium), chlordiazepoxide (Librium), triazolam (Halcion), temazepam (Restoril), meprobamate (Equanil), ethchlorvynol (Placidyl) and oxazepam (Serax).	Sedative-hypnotics: Includes benzodiazepines and other similar substances. These can cause dependence with associated withdrawal symptoms; withdrawal can be life-threatening. Small doses tend to be relaxing; larger doses cause slurred speech, slowed reactions, and sleep. Can produce dependence. Large doses or doses in combination with alcohol and other sedative hypnotics can result in respiratory depression and death.	Five (5) years in prison and/or fine of not more than $15,000. (Maryland and federal). Three (3) years in prison and/or fine of not more than $25,000. (Washington, D.C.).

Stimulants, including phentemine (loamin), and diethylpropion (Tenuate)	**Stimulants**: Can cause anxiety, irritability, impaired judgment, impulsivity and grandiosity. Increased blood pressure, heart rate, body temperature, respiration, sweating. Have been linked to cardiovascular problems and convulsions, which can be lethal. Repeated dosing can lead to dependence as well as a paranoid psychosis.	
Narcotics, including pentazocine (Talwin) and propoxyphens (Darvon, Darvocet)	**Narcotics:** Effective analgesics which also cause dependence. Single doses can produce impaired cognitiveand motor functioning, and fluctuations in mood and awareness. Higher doses can cause respiratory arrest. Mood may swing from irritability (during w ithdrawal) to euphoria or sedation (immediately f lowing use) to normal mood and then back to irritability d ng withdrawal. Withdrawal can also include restlessness, tears, diarrhea, abdominal cramps, goosebumps, and a runny nose. Tolerance can develop to many of the desired effects, and users must increase the dose in order to have the same effect.	
Schedule V: Abuse potential low. Prescriptions may or may not be required.	**Use may lead to physical and/or psychological addiction.**	**Maximum Penalty - (felony) Schedule V**
Compounds that contain very limited amounts of codeine, dihydrocodeine, ethylmorphine, opium and atropine, such as Terpine Hydrate with codeine, Robitussin AC.	Can cause nausea, gastrointestinal symptoms, drowsiness; withdrawal symptoms include runny nose, watery eyes, panic, chills, cramps, irritability.	Five (5) years in prison and/or fine of not more than $15,000. (Maryland). One (1) year in prison and/or fine of not more than $10,000. (Washington, D.C.).

TYPES OF ALCOHOL	RISKS	PENALTIES - ALCOHOL
Malt beverage is beer, 1/2 of 1% to 6% alcohol **Unfortified wine** is wine not more than 17% alcohol **Fortified wine** is wine of not more than 24% alcohol **Spiritous liquor** is distilled spirits or ethyl alcohol, including spirits of wine, whiskey, rum, brandy, gin. etc.	**Alcohol:** Single doses cause impaired coordination and motor control, impaired attention, cognitive function, and judgment. Heavy drinking results in a hangover the next day. Long-term effects include depression, confusion, loss of memory, blackouts, loss of appetite, vitamin deficiencies, and gastrointestinal problems. Also respiratory depression; depression of the immune system; increased risk of heart disease including alcoholic cardiomyopathy; accidents;	**Maryland - Civil Offense** Obtaining liquor for persons under 21; furnishing liquor to underage persons; misrepresentations of age to induce sale of liquor, beer, wine and light wines; and misrepresentation of age to any person to induce sale of liquor. First Offense $500. Second Offense $1,000.

Mixed beverage is a drink composed in whole or part of spiritous liquor.

Beer means any brewed alcoholic beverage, and includes beer, ale, stout, and porter.

Light wine means any naturally fermented wine containing not in excess of 14% of alcohol by volume (excluding Kent, Montgomery, St. Mary's, Somerset, Wicomico, and Worcester counties).

Wine means any fermented beverage, including light wines and wines, the alcoholic content of which has been fortified by the addition of alcohol spirits or other ingredients.

hypertension; brain damage; damage to the unborn fetus; impotence; liver disease including cirrhosis and increased risk of hepatic cancer. Psychosis or death may result from withdrawal.

Purchase and possession, and false representation: generally a fine not exceeding $100 for the first conviction; for a second conviction or for any subsequent convictions, a fine not exceeding $250 or imprisonment in jail for a period not exceeding 60 days, or both.

Inducing to purchase or have; generally a fine of not more than $500 for each and every violation.

Maryland

Driving while intoxicated

Automatic revocation of license
12 points on driver's license
1st offense: fine of not more than $1,000 and/or 1 year imprisonment
2nd offense: fine of not more than $1,000 and/or 2 years imprisonment
3rd offense: fine of not more than $2,000 and/or 3 years imprisonment

Driving while under the influence of alcohol or drugs

Suspension of driver's license
8 points on driver's license
1st offense: 45 days license suspension
2nd offense: 90 days license suspension
Fine of not more than $500 and/or 2 months im prisonment

Refusal to take chemical test

1st offense: 120 days license suspension
2nd offense: 1 year license suspension

EDUCATION AND COUNSELING PROGRAMS

Abuse of drugs and high risk consumption of alcohol is not only detrimental to academic endeavor and to enjoyable social activity, but is potentially illegal, dangerous to health, frequently produces destructive behavior, is likely to cause irresponsible use of motor vehicles or other equipment, and often impairs personal interaction.

To provide information about the dangers of drug use and alcohol abuse, Harford Community College provides written information, in the form of posters and brochures and encourages employees and students to avail themselves of counseling and referral services through Harford County Drug and Alcohol Abuse agencies. Addresses and telephone numbers for local public and private agencies are listed herein.

Full-time employees who are enrolled in the College's health plan have insurance benefits to cover charges relating to emergency treatment in a detoxification center, inpatient rehabilitation treatment and outpatient counseling following recovery. Employees should consult their benefits handbook and the College's Personnel Office for detailed information. Confidentiality will be maintained for all who voluntarily avail themselves of services and benefits.

SANCTIONS

The College's policy prohibiting alcohol abuse and the illegal manufacture, distribution, dispensation, possession or use of alcohol and illicit drugs is designed to protect the health and safety of all members of the community, and to protect their rights to an environment free from the effects of substance abuse. Students and employees who violate the policy are subject to disciplinary action by campus officials and/or referral to the appropriate law enforcement agencies. Disciplinary action may include the successful completion of an appropriate rehabilitation or treatment program.

Violations of this policy will be treated very seriously and could result in immediate expulsion from the College or termination of employment as appropriate.

Faculty and other employees (including student employees) must abide by the terms of this policy as a condition of employment. Employees who violate the policy are subject to disciplinary action. The type of action will be determined by an evaluation of the circumstances of the case. Possible disciplinary actions include, but are not limited to, successful participation in a rehabilitation or treatment program, suspension with or without pay, termination of employment, and referral to governmental authorities for prosecution.

POLICY REVIEW BOARD

A Drug and Alcohol Policy Review Board shall be appointed by the President to conduct a biennial review of policies and procedures and make recommendations to amend same. The following members are suggested.

- The President of the SGA, and two additional students including one credit and one non-credit,
- The Director of Student Activities,
- The Director of Physical Education, Health and Recreation,
- The Director of the Counseling Center,
- Faculty member, as selected by the Faculty Council,
- Staff member, as selected by the Classified Council,
- Administrator, as selected by Administrative Council,
- Director of Personnel, ex officio

DISSEMINATION OF THE POLICY AND PROCEDURES

This document shall be given to each current employee and to all new employees at the beginning of their employment.

Each student shall receive a copy of the College's Drug-Free Campus Guide for Students.

The College Drug Abuse and Alcohol Abuse Prevention Policy shall be printed in appropriate student documents and posted on official bulletin boards of the College.

In accordance with federal law, every student must acknowledge and sign the statement of the College's drug and alcohol abuse policies included in new admissions materials and financial aid acceptance forms.

DRUG AND ALCOHOL COUNSELING, TREATMENT AND REHABILITATION CENTERS

ABERDEEN PROVING GROUND

Community Counseling Center
US Army Alcohol/Drug Abuse Prevention/ Control Program
Building 3241
Aberdeen Proving Ground, MD 21005 (Harford)
Phone: 278-5318, 5319
Contact: C.H. Abercrombie
Offers for Military Personnel/Civilians ONLY: Unspecified services provided at Unspecified location

TRW Associates/Aberdeen
TRW Associates
716 S. Philadelphia Blvd.
Aberdeen, MD 21001 (Harford)
Phone: 272-5935
Contact: Tim Newman, MHS, CAC
Offers: Drug/Alcohol Services at Outpatient Facility

BEL AIR

Drug/Alcohol Impact Program
Harford County Department of Community Services
31 W. Courtland Street
Bel Air, MD 21014 (Harford)
Phone: 838-6000
Contact: J. Sue Henry, RNN

Harford County Health Department
21 North Bond Street
Bel Air, MD 21014 (Harford)
Phone: 879-6988
Contact: Mary-Claire Brett
Offers: Drug/Alcohol Services at Outpatient Facility.

Harford County Drug Abuse Program
Harford County Mental Health and Addictions
715 Shamrock Road, St. L3
Bel Air, MD 21014 (Harford)
Phone: 879-0539
Contact: Richard Lessman
Offers: Drug Abuse Services provided at Outpatient Facility. Methadone treatment available.

New Beginnings at Hidden Brook
Recovery Centers of America
522 Thomas Run Road
Bel Air, MD 21014 (Harford)
Phone: 879-1919
Contact: Barbara Bluestone
Offers: Drug Abuse/Alcohol Services provided. Detoxification - outpatient & inpatient treatment.

TRW Associates/Bel Air
TRW Associates
728 Bel Air Road, Suite 137
Bel Air, MD 21014 (Harford)
Phone: 838-8800
Contact: Fred Meierkort, MHS
Offers: Drug Abuse/Alcohol Services provided at Outpatient Facility.

Cann Health
2107 Laurel Bush Road
Bel Air, MD 21014 (Harford)
Phone: 879-4488
Contact: Daniel B. Berman
Offers: Drug/Alcohol Services provided at Outpatient Facility.

Mann House
Mann House, Inc.
14 Williams Street
Bel Air, MD 21014 (Harford)
Phone: 879-7619
Contact: Staff
Offers: Drug/Alcohol Services provided at Inpatient Facility.

Marty Mann House
Marty Mann Halfway House
106 South Hickory Avenue
Bel Air, MD 21014 (Harford)
Phone: 879-3998
Contact: Staff
Offers: Alcoholism Services at Inpatient Facility.

Substance Abuse Prevention Program
Harford County Department of Parks & Recreation
702 North Tollgate Road
Bel Air, MD 21014 (Harford)
Phone: 879-5082
Contact: Director, Stan Kozenewsk
Coordinator: Paul Yanney

CHURCHVILLE

Addiction Recovery & Related Therapies
3111 Churchville Road
Churchville, MD 21028 (Harford)
Phone: 836-2164
Contact: Paul Papp
Offers: Drug/Alcohol Services provided at Outpatient Facility.

FALLSTON

Chemical Dependency Detoxification
Fallston General Hospital
200 Milton AvenueFallston, MD 21047 (Harford)
Phone: 879-0500
Contact: Deborah Ridel
Offers: Drug Abuse/Alcoholism Services provided at Fallston General Hospital. Detoxification unit available.

HAVRE DE GRACE

Father Martin's Ashley
Ashley, Inc.
800 Tydings Lane, P.O. Box 240
Havre de Grace, MD 21078 (Harford)
Phone: 273-6600
Contact: Leonard Angus Dahl
Offers: Drug/Alcohol Services at Inpatient Facility.

Havre de Grace Health Department
Harford County Mental Health and Additions
415 Pennington Avenue
Havre de Grace, MD 21078 (Harford)
Phone: 939-4023
Contact: Delores Novel
Offers: Drug/Alcohol Services at Outpatient Facility. Methadone treatment available.

HARFORD COUNTY ALCOHOLISM SERVICES

Harford County Health Department
417 Pennington Avenue
Havre de Grace, MD 21078 (Harford)
Phone: 939-4911
Contact: Roger Tatuem
Offers: Drug/Alcohol Services at Outpatient Facility.

Harford
Community
College

401 Thomas Run Road
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A Drug Free Workplace and Campus